

Administrative Volunteer* Opportunities
Marion Superior Court Probation Department

***(minimum age 21)**

Overview of the Department

The Marion Superior Court Probation Department, serves all adult and juvenile probationers in Marion County. (Including Adult Pre-Trial)

Administrative/Para Legal

Unpaid volunteer opportunities are available for candidates (minimum age 21) of employment programs, such as CWEP(Community Work Experience Program) and Internships. Candidates are assigned to administrative duties, including file management and data entry. Completion of these tasks help free up Probation Officers to work more closely with their clients.

Sites

We have several satellite offices in addition to offices in the City County Building and at the Juvenile Justice Complex. Volunteer placement with the Marion County Probation Department will be determined by the Internship Coordinator, and the needs of the Department.

Volunteer application process consists of the following;

Complete and submit application to Community Outreach Coordinator. This process includes criminal record and reference checks. Your last conviction must be at least 10 years old and your last supervision by a criminal justice agency (DOC, Probation, Parole or Community Correction) must have ended at least 5 years ago with no criminal arrests i.e. for felonies or misdemeanors in the interim.

- Applicants will not be considered if they have a close friend or relative who is currently under supervision by the Probation Department.
- After your application has been processed, you will be contacted with an interview date
- Complete interview
- Attend mandatory orientation scheduled by the Community Outreach Coordinator

For further information please contact:

Patti Cushingberry
Community Outreach Coordinator
Marion Superior Court Probation Department
Adult Services Division
3920 Madison Ave,
Indianapolis, IN 46227
317-327-8284

pcushing@indy.gov

If you are interested in becoming a volunteer or completing an internship with our Department, please complete the application and mail it to:

Patti Cushingberry
Marion Superior Court Probation Dept.
3920 Madison Avenue
Indianapolis, IN 46227

Internship Application
(Adobe Acrobat Reader Required)

Volunteer Application
(Adobe Acrobat Reader Required)

If you would like more details regarding either of these programs, please contact Patti Cushingberry at 327-8284 or email at:

pcushing@indygov.org